

CONFIDENTIAL

Weekly Report for Week Ending 9 December 1959
from
Records Disposition Branch

1. Contributions

Intangible

Assisted Legislative Counsel in the retirement of Records.
Four boxes have been transferred to the Records Center. Possibly
six more boxes will be transferred. This action resulted from
our recent appeal to the Area Records Officers.

2. Assignments

25X1 a. Shelf Filing [redacted]

(1) OP/Records and Services Division/Test Installation

25X1 (2) OO/Contact Division, [redacted]

25X1 (3) [redacted]

(4) Office of Communications/TTT Staff

No change since previous report.

25X1 (5) OO/Contact Division, [redacted]

Floor plan for small shelving installation in a secure
area submitted and approved by OO. Requisition completed
and forwarded to Logistics for final processing. A 4%
savings in floor space and a 50% increase in file space.
will be realized when installation is completed.

b. Filing Systems

(1) Management Staff, O&M Files [redacted]

25X1

Conferred with [redacted] concerning
logging system in O&M DD/S and DD/I. Continued to assist
[redacted] improve condition of Office files.

25X1

25X1

c. Records Control Schedules

25X1 (1) Executive Registry [redacted]

25X1 (2) FI [redacted]

(3) OCI [redacted]

Survey continues.

CONFIDENTIAL

CONFIDENTIAL

25X1 (4) []

25X1 (5) Records Center []

d. Special Projects

25X1 (1) SSA/DD/S []

(2) Refresher Training Workshops in Filing [] 25X1

25X1 Concluded successful workshop with 50 from DD/P attending and Messrs. [] present as observers.

25X1 Final report on all three workshops being prepared. Miss [] assisted at the workshop.

(3) Revision of Notices on Filing Equipment and Supplies [] 25X1

Draft returned from Logistics with comments [] 25X1

(4) Records Center Article for Support Bulletin [] 25X1

Draft being reviewed by [] 25X1

(5) Follow-up on Unused Safes [] 25X1

Favorable comment received from [] on successes in DD/P area. Final report being prepared. 25X1

25X1 (6) Records Management Survey, Real Estate & Construction Branch/Office of Logistics []

Briefing Sessions to begin today to explain the systems and procedures involved in this project. The project has been coordinated with both the Comptroller and Commercial Staff relating to their interests in Agency Real Property Holdings.

Regulation Control Staff has been consulted concerning methods of issuing detailed instructions to field stations.

Machine Records Division will also be consulted about the possibility of having statistical information punched in cards from which a listing could be prepared annually.

Actual work on setting up various file categories for records of the Division has not been started but will begin within the week if briefing sessions are completed.

CONFIDENTIAL

CONFIDENTIAL

- (7) Transfer of German Documents from State Department and National Archives to CIA [] 25X1

- 25X1 (8) Records of President's Advisory Committee on Political Refugees []

25X1 [] CI/Staff requested our assistance in locating these records. He has found these records in

25X1 [] We will be contacted if we can be of any further assistance. Project closed.

- 25X1 (9) DD/P/PP Staff Records Survey []

25X1 Meetings were held with [] and Mr. [] to develop clear and concise files identification of PP records. 25X1

- (10) Survey of Headquarters for Herring-Hall-Marvin safes [] 25X1

- (11) Subject-Numeric File System 1960 Folders and Guides [] 25X1

- (12) Equipment Survey, Cable Secretariat [] 25X1

Survey by Office of Security revealed the need for additional protective measures which included expanded metal in ceiling, A.D.T. system, etc. Due to the cost of improvements the exchange of equipment has been agreed upon as impractical at this time. Project dropped and closed.

- 25X1 e. Vital Materials []

- 25X1 (1) Study of EAM Equipment []

Study was reviewed by Mr. O'Gara who made certain extracts and forwarded these to [] for additional information. 25X1

- 25X1 f. Microfilming []

- (1) OCR/GR - continuing - Photo collection should be completed within a week. The personality collection is scheduled to begin after the first of the year.

- (2) Office of Personnel will begin 12 December starting with Insurance Records.

3. News

25X1 [] briefed members of NE Support Staff, the Executive Office of DDP, [] the Printing Services Division/OL on the [] Station Microfilm Project. Another briefing for branch chiefs of the WH Area will be given Friday December 11. 25X1

CONFIDENTIAL